



# Foreign Affairs Manual

## 14 FAM – Logistics Management

Change Transmittal: LOG-91

Date: April 4, 2011

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# 14 FAM 760

## DIPLOMATIC POST OFFICE (DPO)

### Changes

#### 1. 14 FAM 760, Diplomatic Post Office (DPO):

- **Subchapter throughout:** Minor editing changes;
- **14 FAM 761, Policy for Diplomatic Post Offices, paragraph a:** *39 U.S.C. 413* authorizes the United States Postal Service (USPS) to establish branch U.S. Post Offices at U.S. diplomatic missions abroad; and
- **14 FAM 763.2, Diplomatic Post Office (DPO) Personnel at Post, paragraphs b and c:** b. The DPO postal officer must be a *direct-hire*, SECRET-cleared U.S. citizen employee. *The DPO postal officer is responsible for the operation, safety, security, accountability, and efficiency of Diplomatic Post Offices at posts with those facilities. The DPO postal officer conducts inspections and ensures mail is delivered in a timely and efficient manner.* c. *The DPO mail supervisor and the DPO mail clerks may be locally employed staff, responsible for the day-to-day operations of Diplomatic Post Offices at posts with those facilities. The DPO supervisor and DPO clerk ensure mail is delivered in a timely and efficient manner.*

#### 2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.

#### 3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.

4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 14 FAM 760 (CT:LOG-59, 05-06-2009; 7 pages) and replace it with revised subchapter 14 FAM 760 (7 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:LOG-91 and initial.

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1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

**(A/LM)**